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# REPORT OF THE COMPTROLLER GENERAL OF THE UNITED STATES



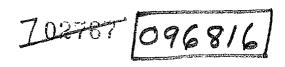
# Sources And Types Of Procurement Data Available In The Federal Government

This report describes the types of procurement data maintained by the major departments and regulatory agencies in the Federal Government.

BEST DOCUMENT AVAILABLE

PSAD-76-12

SEPT. 18, 1975





## COMPTROLLER GENERAL OF THE UNITED STATES WASHINGTON, D.C. 2023

B-183365

The Honorable Lee Metcalf
Chairman, Subcommittee on Reports, Accounting
and Management
Committee on Government Operations
United States Senate

Dear Mr. Chairman:

This is in response to your letter of February 28, 1975, requesting information on Government contractors and consultants. Your questions and our answers are as follows.

- What is the present policy of each Department of Government, each regulatory commission and such other agencies as GAO finds relying on contractors and consultants regarding annual compilation of procurement statistics?
- 2. Is the information published?
- 3. Is it available to the public?
- 4. Is it conveniently available at a central location within a department or agency?
- 5. Do various agencies within a department maintain different policies regarding handling of this information?

It was agreed with your staff that we would obtain information on these questions from 12 executive agencies and 8 regulatory commissions. Summaries of the information developed on the agencies and commissions are shown in appendix I to this letter.

6. What percentage of each agency's budget is spent on contractors and consultants?

Appendix II to this letter shows the percentage of the 12 executive agencies' and 8 regulatory commissions' budgets spent on contractors and consultants. The appendix also

PSAD-76-12

shows the percent of the total Federal budget spent on contractors, but we were unable to obtain the percent of the total Federal budget spent on consultants since many agencies do not maintain such data.

7. What percentage of the total Federal budget is spent annually on contractors and consultants? Is there any benchmark against which we can compare that figure in order to determine the trend?

Appendix III shows a 5-year procurement percent of the total budger authorization. The appendix is based on the annual procurement report by civilian agencies and the budget of the United States and to our knowledge it is the only information currently available from which such calculations can be made.

8. To what extent are reports and studies prepared by contractors identified as such if and when they are submitted to Congress or offered for sale through the Government Printing Office or issued by agencies?

We found that generally Government contractors' reports and studies are reviewed, adopted, and issued by the contracting agency. Hence, they are considered an official product of the contracting agency. We know of no law or regulation that requires an agency when issuing such a report or study to indicate that the report or study was prepared by a contractor or to identify the person or firms involved.

9. To what extent are scientific and technical reports produced by Federal agencies and their contractors now being listed by the National Technical Information Service of the Department of Commerce instead of (rather than in addition to) being listed in the Government Printing Office's Monthly Catalog of U.S. Government Publications?

The segregation of responsibility between the National Technical Information Service of the Department of Commerce and the Government Printing Office is currently the subject of discussions among the Office of Management and Budget, the General Services Administration, and the Department of Commerce. The latter has prepared a draft of a Federal Management Circular which presents a mechanism for transferring technical information and records paid for with Federal funds to various interested parties and the general public. This

circular will apply to all executive departments and establishments and their contractors and provides for the National Technical Information Service to maintain a central consolidated bibliographic file for the Federal Government of all technical and scientific information. Such information is defined as all data resulting from research, engineering, analyses, studies, compilations, and development which bear some direct or indirect relationship to the conduct of business, industry, research and development, and State or local government.

10. Is legislation needed in order to provide better reporting of expenditures in this matter?

In our opinion no additional legislation is needed at this time. Public Law 93-400 provides for the establishment of a system to collect, develop, and disseminate executive agency procurement data to satisfy the needs of the Congress, the executive branch, and the private sector.

Sincerely yours,

Comptroller General of the United States

#### INFORMATION ON AGENCIES AND COMMISSIONS

### DEPARTMENT OF DEFENSE

It is the Department of Defense's (DOD's) policy to compile annual statistics on all contract awards over \$10,000. The statistics include contracts awarded to consultants and contractors. The procurement information, summarized in seven reports each fiscal year, are as follows:

- 1. Military Prime Contract Awards.
- 2. Military Prime Contract Awards by Size Distribution.
- 3. Military Prime Contract Awards by Region and State.
- 4. Military Prime Contract Awards by Service Category and Federal Supply Classification.
- 100 Companies Receiving the Largest Dollar Volume of Prime Contract Awards.
- 6. 500 Contractors Receiving the Largest Dollar Volume of Military Prime Contract Awards for Research, Development, Test, and Evaluation.
- 7. Profit Rates on Negotiated Prime Contract Awards.

Procurement information, such as the award of major weapon systems is also the subject of press releases. Various periodicals, such as Aviation Week, also publish extensive data on defense procurements. In addition, proposed procurements over \$10,000 and contract awards of \$25,000 are published in the Commerce Business Daily.

The first six summary reports are available to the public at no cost. The report on profit rates is generally not available to the public but is available to the Congress and other interested Government officials. If a request is for a more specialized report requiring access to individual procurement transactions stored on magnetic tape, DOD requires a written request specifying what is needed and why it is needed. The requestor must also be willing to pay the cost of developing the specialized report.

Summary information is centrally located at the Directorate for Information Operations and Control, Office of Assistant Secretary of Defense, Comptroller, in the Pentagon, Room 4B938.

All the military services provide the same procurement information to DOD for annual compilation. Thus, data on individual procurement transactions by the Army, Navy, and Air Force, as well as by common support organizations, such as the Defense Supply Agency, is available at this central location.

#### System description

Each time a contract or contract change is awarded for \$10,000 or more, a Defense Department 350 form is completed by the procuring activity. A copy of the DD-350 is on page 6. The individual Defense Department 350 information is recorded on magnetic tape and stored for computer use.

An individual familiar with the data on the DD-350 and the methodology used for coding such information can obtain many combinations of informational data elements on individual transactions or groups of transactions. The limitation is in the selection of data elements originally recorded on each transaction.

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#### NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

National Aeronautics and Space Administration's (NASA's) policy is to compile annual statistics on all individual contract awards over \$10,000. The statistics include awards to consultants.

The procurement information is summarized in NASA's annual procurement report issued each fiscal year. The annual report has

- --a listing of 100 companies receiving the largest dollar volume of awards,
- --a listing of 100 educational and nonprofit institutions receiving the largest dollar volume of awards,
- --contract awards by region and State. and
- -- subcontract award data.

NASA's proposed procurements over \$10,000 and contract awards of \$25,000 are published in the Commerce Business Daily.

NASA's annual procurement report and other readily obtainable procurement statistics are available to the public. The requestor is required to pay the cost of obtaining any special data.

The information is centrally located at the Information Systems Branch, Room 125, Office of Procurement, NASA head-quarters, 600 Independence Avenue SW., Washington, D.C.

All of NASA's procuring activities provide the same type of information to headquarters for annual compilation. Thus, data on individual procurement transactions by each procuring activity, as well as for NASA as a whole, is available at this location.

#### System description

Each time a contract for goods or services, including research and development, is awarded for \$10,000 or more, and when there is a modification to existing contracts, a NASA form 507 is completed by the procuring activity. The form consists of 37 data elements and a copy appears on page 8. The information for each of the procurement actions is recorded on magnetic tape and stored for computer use.

The desired specific data elements can be selected for any transaction in summarized form for all NASA procurement actions.

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#### DEPARTMENT OF TRANSPORTATION

The Department of Transportati n (IDT) compiles annual statistics on all contract awards over \$10,000, including contracts awarded to consultants.

DOT does not publish any external reports on its procurement activity but does publish an internal monthly report on its procurement offices that depicts their procurement activities and the status of awards. With the exception of this report, DOT operates a "query report system" that can respond to most inquiries for procurement information. Some examples of query reports that have been produced as a result of specific requests are:

- 1. All contracts in excess of \$10,000.
- 2. Procurements by contracting office.
- 3. Procurement by type of contract.
- 4. Awards by State.
- 5. Minority business awards.
- Type of article or service procured by congressional district.

DOT's information system, therefore, only publishes statistics on an as needed basis and on a specific request basis.

DOT requires a written request from anyone desiring procurement information and the requestor must pay the cost of obtaining the data. Such charges are based on the provisions of the Freedom of Information Act.

The information is centrally located at the Office of Installations and Logistics (TAD-60) DOT headquarters building, Room 9100, 400 7th Street SW., Washington, D. C.

All the agencies within DOT are required to use the same format in providing procurement information to head-quarters. Thus, data can be obtained for the various agencies, as well as for the department as a whole.

#### System description

Each time a contract is awarded for \$10,000 or more or when any modification to an existing contract is made, a DOT form 4220.11 is completed by the procuring activity. The

APPENDIX I

DOT form consists of 54 data elements for each transaction. A copy of the form is on page 11. The data is then reported on magnetic tape and stored for computer use.

Any of the information recorded can be printed out by transaction or in summarized form.

Price Type Contract  D - Noncompetitive Negotiation  Attachment 1, Paragraph 3.17.  48	2   OPERATING   3-4   PROCUMENTS   3-4   PROCUMEN	Order Attack a. 3.3.  NTRACT lus Incer lus Awer ad Meter tours (Includin l) Contract ite Deliv	KIND OF ACTION A	73 A - AB - CC - N	Local Local dvert ompe	ONTRACTOR AND PERFORMANCE LOCATIONS DO Code & FIPS ARTHOD OF ILITATION LOCAL L. Negotiation pp. Negotiation cch. Competition	74   1 USC   1340 - 5   Paragraf   77 - 80	tract inst Delivery  NEGOTIATION AUTHORITY , 10 USC FOR See DOT Order Attachment 1, obt 3.15.
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APPENDIX I

#### ENVIRONMENTAL PRIOTECTION AGENCY

The Environmental Protection Agency (EPA) compiles annual statistics on all contract awards over \$10,000. EPA operates three procurement centers located in Arlington, Virginia; Cincinnati, Ohio; and Durham, North Carolina.

EPA does not publish any external reports on its procurement activities. It does, however, produce a number of reports for internal agency use. These reports include the following information.

- 1. Data base status--lists all transactions by Request for Proposal Number or Contract Number and identifies the procurement status, such as in negotiation, award, or performance.
- 2. Performance analysis report—shows the contract negotiator's performance.
- 3. Summary report by region--shows EPA procurement transactions by geographic region.
- Procurements awarded by fiscal year—in summarized form.
- Procurements canceled by fiscal year--in summarized form.
- 6. Letter contracts written and/or processed by fiscal year--in summarized form.
- Change orders written and definitized by fiscal year -in summarized form.
- 8. High priority procurements by fiscal year--in summarized form.
- Alphabetical listing of all contracts awarded by fiscal year--shows contractor's name and location, contract date, program effort, amount obligated, and type of contract.
- 10. Procurement request activity report--lists all actions carried out by negotiator.

The listing of all contracts awarded is available to the public on oral request, at no cost. All other EPA internal reports are available at a cost to the public if a written request is submitted.

The information is centrally located at EPA headquarters, Contracts Information Branch, Room 414, 401 M Street SW., Washington, D.C.

All EPA's procurement centers provide the same type of information in the same format to headquarters. Thus, data on individual transactions, on individual centers, or on agencywide activities is available.

#### System description

Each time a contract is awarded for \$10,000 or more, or when an existing contract is modified, the procurement center reports 79 data elements by computer terminal to EPA head-quarters; therefore, no manual form is prepared. EPA's information system is designed to provide both procurement statistics and management information. Thus each contract has a master record which is maintained from initiation of the procirement process until the contract is completed.

#### ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

The Energy Research and Development Administration (ERDA) compiles annual statistics on all contract awards over \$10,000, including consultants' contracts, but they would not be separately identified in the statistics.

ERDA does not publish any reports similar to those issued by DOD or NASA but does prepare a number of management information-type reports for internal agency use. These reports are as follows:

- 1. Principal ERDA Contractors.
- 2. Summaries of Procurement Actions and Changes by ERDA and Prime Cost-Type Contractors.
- 3. Report on Procurement by Civilian Executive Agencies Standard Form 37.
- 4. Construction Awards and Changes.
- 5. Report on Prime and Subcontract Actions and Changes for the Renegotiation Board.
- Statistics on Procurement Contract Actions by ERDA and Prime Cost-Type Contractors.
- 7. Active and Completed Contracts by Work Location.
- 8. Alphabetical Listing of ERDA Contractors.
- 9. Active and Completed Contracts by Type of Work.
- 10. Active and Completed Contracts by Type of Contract.
- 11. Contract Number Index.
- 12. Vendor Listing.
- 13. Statistics on ERDA Subcontracting to Small Business.
- 14. Procurement Statistics Summary of Procurement Actions.

ERDA also publishes proposed procurements over \$5,000 and contract awards of \$25,000 in the Commerce Business Daily. A press release is made of contract awards of \$10,000 and above by the Office of Public Affairs.

ERDA internal reports are available to the public at no cost. More specialized data is available, at a cost, with a written request defining what is desired.

The information is centrally located at ERDA headquarters, Division of Procurement, Room C-180, Germantown, Maryland.

All of ERDA's purchasing offices provide the same procurement information to ERDA headquarters. Data, therefore, can be obtained on individual transactions as well as summary data on an agencywide bazis.

#### System description

Each time a contract is awarded for \$10,000 or more, including research and development contracts, an ERDA form 329, contract record, is completed. The form, which consists of about 65 data elements, is shown on page 16. The information is transferred to magnetic tape, updated monthly, and stored for computer use. Information can be printed out for individual transactions, contractors, or locations. Using the computer, such data can be summarized in numerous combinations.

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DATE OF LATEST ACTION

US ATOMIC ENERGY COMMISSION

04 PRIME CONTRACT NUMBER

09 SUBCONTRACT NU JBER

CONTRACT RECORD

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ĀPÞ ENDIX APPENDIX I

#### GENERAL SERVICES ADMINISTRATION

The three major components of the General Services Administration (GSA) are the Federal Supply Service, Public Buildings Service, and Automated Data and Telecommunications Service.

#### Federal Supply Service

The Federal Supply Service (FSS) compiles annual statistics on all contract awards including contracts awarded to consultants, if any, but they are not separately identified in the data base.

FSS does not publish any external reports on its procurement activities. However, 20 internal reports are prepared. These reports are:

- 1. Buying Operations Reports.
- 2. Source Establishment--Definite Quantity Contracts.
- 3. Procurement by Civilian Executive Agency.
- 4. Analysis of Procurement by Civilian Executive Agencies.
- 5. Procurement Data Report E--Transactions Caregorized by State Code.
- 6. Procurement Data Report F--Contracts With Buy American Differential.
- 7. Procurement by Source Vendor Location.
- 8. Procurement Data Report--Purchase Order Issued to Aid for International Development Consignees.
- 9. Procurement Volume by Program and Commodity Group.
- 10. Regional Federal Supply Schedule Program by Commodity Group.
- 11. National Buying Center's Federal Supply Schedule Program by Commodity Group.
- 12. Contracts Awarded--Federal Supply Schedule Program.
- 13. Contractor's Report of Orders Received by Item.
- 14. Contractor's Report of Orders Received by Contract.

- 15. Monthly Vehicle Sales by ""pe.
- 16. Monthly Vehicle Sales by Vendor.
- 17. Performance Analysis--Procurement Transactions Accomplished and Man-Hours Expended.
- 18. Price Economies--Estimated Savings Obtained Using the Federal Supply Schedule.
- Purchases in Excess of Schedules Maximum Order Limitations.
- Weekly Report of Activities--Summarizes Weekly Transactions.

The internal reports cited above are available to the public upon oral request at no cost. If a request is for information other than that contained in the above reports and requires special programing, the request must be in writing and is at a cost.

The information is centrally located at the Resources Management Branch, Program Management Division, Office of Procurement, Room 818, Crystal Mall, Building 4, Arlington, Virginia.

All of FSS procurement activities accumulate the same type of information in the same format.

#### System description

Each time a procurement is made, regardless of dollar amount, 25 data elements are reported on an individual transaction form and are then transferred to magnetic tape. The data elements captured are shown on page 19. Information can be printed out for individual transactions, locations, or contractors.

F3S's system provides data for use in budget submissions, responding to congressional inquiries, and preparing special reports as required.

### Public Buildings Service

The Public Buildings Service (PBS) compiles annual statistics on all projects for construction, alterations, and leases for rental space. This data is compiled in an annual report that is submitted to the Public Works Committees of the Congress. The report covers all construction projects not completed, alteration projects over \$500,000, and all leases with an average annual rental of \$500,000.

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The report titled, "Fublic Buildings Projects - Status Report" shows the following information for construction and alteration projects:

- 1. Location by city and State.
- 2. Project or prospectus number.
- 3. Description of project.
- 4. Gross square feet area (not shown for alterations).
- 5. Total estimated max mum cost.
- 6. Date project approved by the House and Senate.
- 7. Fiscal year funding.
- 8. Estimated completion date for design and construction.
- 9. Remarks of general interest.

#### Data on leases is:

- 1. Location by city and State.
- 2. Project or prospectus number.
- 3. Description of project.
- 4. Square feet.
- Total estimated annual cost including rent, services, and utilities.
- 6. Date approved by the House and Senate.

In addition to the above report, PBS also publishes a monthly status report on new construction and selected alteration projects. This report shows for each project the following data elements.

1. Name of project.

\*

- Name of architect/engineer contractor and address.
- 3. Name of construction contractor and address.
- 4. Source of funds.

- 5. Estimated project cost.
- 6. Architect/engineering award date.
- 7. Design completion date.
- 8. Construction award date.
- 9. Estimated construction cost.
- 10. Construction completion date.
- 11. Construction progress.

PBS does not publish any external report on its leasing activity except for the annual report on leases over \$500,000. There is an internal data base of all leases awarded or renewed. The data on each lease is:

- 1. Date and number of lease.
- 2. Lessor's name and address.
- 3. Lease date and renewal date.
- 4. Termination clauses.
- 5. Square feet rented and usable.
- 6. Annual rent per square foot.
- 7. Annual rent.
- 8. Cost of lessor's service and percent of rent.
- Services and utilities provided by lessor or Government.
- 10. Building name and address (city, county, and State) of premises rented.

The annual report and monthly status reports on PBS's activities are available to the public at no cost upon oral request. Data on PBS's leasing activities is also made available to the public upon request.

Information on construction awards is centrally located at the Office of the Director, Project Management Division, Room 3027, Office of Construction Management, GSA headquarters, 18th and F Streets NW., Washington, D.C. Data on

leases is also centrally located at the Office of the Director, Leasing Division, Office of Space Management, Room 2341, GSA headquarters.

Each GSA regional office provides the same type information in the same format to PBS headquarters.

#### System description

Each GSA region reports on every contract awarded for the construction of public buildings and on each lease for rental space. The construction data is maintained by computer and the lease data is reported via computer terminal and maintained on magnetic tape. Thus, the system can provide data on individual transactions and by regional office.

# Automated Data and Telecommunications Services

The Automated Data and Telecommunications Services (ADTS) compiles annual statistics on the Government's automated data processing activities. Most of the equipment is acquired through automated data processing schedule contracts.

ADTS publishes two annual reports on automated data processing equipment as follows:

- 1. The Annual Inventory of Such Equipment in the United States Government—this report provides data on the number of computers owned and leased by the Federal Government and various tables on these computers showing manufacturer, price—range, agency ownership or rental, and computer use; i.e., management or scientific.
- 2. The Annual Summary Report on Federal Automated Data Processing Activities—this report provides cost, manpower, and utilization data on computers used for general management purposes.

In addition to the above two reports, ADTS prepares two informal, internal reports as follows:

- A listing of automated data processing schedule contracts awarded by GSA for use by agencies.
- 2. A summary of manufacturers' reports on sales of automated data processing equipment to the Government.

The two external reports are available to the public, from the Government Printing Office at a small charge. The internal reports are also available to the public upon request from the Automated Data Processing Division at no cost.

The information is centrally located at GSA's headquarters, Room G-227, 18th and P Streets NW., Washington, D.C.

All the agencies are required to report to ADTS in the same format. Thus, information on automated data processing operations on an agency basis, as well as on a Government-wide basis is available.

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APPENDIX I

#### DEP" RIMENT OF HEALTH, EDUCATION, AND WELFARE

The Department of Health, Education, and Welfare (HEW) compiles annual statistics on all contracts except small purchases and delivery orders. These statistics include contracts awarded to consultants.

HEW provides a report, every 6 months, to the Chairmen of the Subcommittee on Labor and Health, Education, and Welfare, Senate and House Committees on Appropriations. The report shows obligations made for consultant fees and services to any individual or group of consulting firms on any one project in excess of \$25,000.

HEW, with the exception of the above report, neither publishes reports of a periodic or recurring nature on its procurement activities nor prepares internal reports. HEW's procurement information system is operated on an as-needed basis with the system designed to satisfy congressional and public inquiries, as well as agency management needs.

HEW will produce for the public any data readily available in the system at no cost and upon oral request. If the request is extensive or involves special programing, HEW requires that it be put in writing and that any costs be reimbursed.

The information is centrally located at HEW's Division of Information and Reports, Room 3629, 330 C Street SW., Washington, D.C.

All of HEW's contracting offices report the same procurement information in the same format to HEW headquarters. Contracts awarded by the various subagencies of HEW can be identified.

#### System description

Each time a contract is awarded, the contracting office reports 26 data elements on the transaction. A copy of the HEW report form is shown on pages 25 and 26. The individual contract data is then recorded on magnetic disc and stored for computer use.

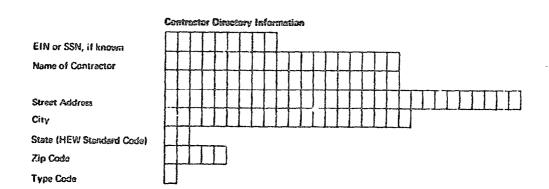
Any combination of the recorded data elements on individual contracts or groups of contracts may be reproduced. Data can also be obtained by subagency.

	NEW CONTRACT DA	TA REPORTING FORM
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3.	Sequence Numbor	(8)
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5.	Negotiation Authority	(14)
6.	U.S. Code Authority for Procurement - Title	(16)
	Section	(18)
7.	Type of Contract	(22)
8.	Purpose Code	(24)
9.	Contractors Identification	(43)
	Card Number	(1) [0] 2
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	State Code	(16)
	- Congressional District Code	(18)
11.	Execution Date	(21)
12.	Effective Date	(27)
13.	Completion Date	(33)
14.	Dollar Value	(39)
15.	Small Business Set Asides for Const.	(47)
16.	Small Business Set Asides for Other then Const.	(55)
17.	Labor Surplus Area	(63)
18.	Target Population	(64)
19.	See Instructions	(65)
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26. Text Abstract (Limited to 828 Spaces). If additional space is needed use a separate sheet)



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#### VETERANS ADMINISTRATION

The Veterans Administration (VA) compiles limited statistics on its procurement activities. The statistics do not include awards to consultants.

The procurement information is not published in any external reports but the following internal reports are prepared for agency management:

- 1. VA Marketing Center Activities—this report shows purchases made by VA's central procurement function by commodities, agency source, and dollar value.
- 2. Source of Purchases by Field Station--this report shows method and source of procurement by dollar value and commodity.
- 3. Purchases of Drugs by VA Field Stations.
- 4. Dollar Value of Subsistence Purchases.

The internal reports listed above are available to the public at no cost upon oral request. A written request is required and a charge is made for developing special information.

The information is centrally located at the Office of the Director, Supply Service, Room 766, 810 Vermont Avenue NW., Washington, D.C.

All of VA's activities provide the same type of information in the same format to VA headquarters.

#### System description

The data collected by VA is limited to detailed information, such as contractor's name and type of contract. The data is primarily of use to the VA managers operating the VA distribution system.

#### VA construction

VA compiles extensive statistics on its construction programs. These statistics are published in VA's annual report.

On each VA construction project a management information report is prepared, a copy of which is shown on page 29. The VA annual report and the individual approved project reports are available to the public upon oral request at no

cost. Requests for an extensive number of reports would require a letter and a charge.

The information is centrally located at the Office of the Director, Program Control and Analysis Staff, Room 461, Lafayette Building, 811 Vermont Avenue NW, Washington, D.C.

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DEPARTMENT OF AGRICULTURE

DEPARTMENT OF THE INTERIOR

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

DEPARTMENT OF LABOR

REGULATORY AGENCIES

Civil Aeronautics Board

Federal Communications Commission

Federal Power Commission

Federal Trade Commission

Interstate Commerce Commission

Securities and Exchange Commission

Federal Maritime Commission

Nuclear Regulatory Commission

None of the above departments or regulatory agencies compile annual statistics on their procurement activities. However, the Department of Labor does report total dollar obligations for consultants to the House and Senate Committees on Appropriations. Labor also maintains an internal register of consultant contracts. The Department of Labor's Manpower Administration prepares an annual report on all manpower research and development projects. All of this data is available to the public at no cost.

With the exception of the Federal Maricime Commission, the departments and agencies complete a standard form 37 for procurement transactions. This form provides summary statistics, such as total procurement, amount formally advertised and negotiated, amount of small business set-asides, procurement in labor surplus areas, and procurement of construction. A copy of standard form 37 is shown on page 31. While this form provides some indication of the magnitude of agencies' procurements, it does not provide data on individual transactions such as contractor's name, type of contract, or commodity procured. Each agency submits a completed standard form 37 to GSA which prepares an annual report of "Procurement by Civilian Agency," by fiscal year. The GSA report is in the same format as standard form 37.

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8 Other than construction set-asides	XXXX	1	XXXX
9. Construction set-esides	XXXX	1	XXXX
0. Procurements in labor surplus areas (11+14)			
Under preference procedures (12+13)			
2. With certified-eligible concerns			
3. With other labor surplus area concern.			
4 Under nonpreference procedures			
5. Procurement of construction			
Procurement from educational institutions and nonprofit organizations	XXXX	XXXX	
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PART III—SMALL BUSINESS SUCCONTI	LACTING P	ROGRAM	
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the Small Business Subcontracting Program			
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APPENDIX I

The only data published on procurement by these activities is GSA's annual report and is available to the public on oral request at no cost.

The individual agencies' standard form 37 and the GSA annual report are maintained at the Office of Finance, GSA headquarters, 18th and F Streets NW., Washington, D.C., Room 3131.

The various agencies within the departments follow the same policy. Thus each bureau or subagency completes a standard form 37 which is submitted to departmental headquarters. The department consolidates the various standard form 37's and submits a departmental standard form 37 to GSA.

#### PERCENT OP AGENCIES' BUDGET SPENT

#### ON CONTRACTORS AND CONSULTANTS AND

#### PERCENT OF TOTAL BUDGET SPENS ON PROCUREMENT FISCAL YEAR 1974

	Budget	Total agency	Percent of agency authoriza-	Estimated dollars for	Percent of agency authoriza+	Percent agency procurement is to total
	authori-		tion for	consul-	tion for	Government
Agency	zation	ment	contractors	tants	consultants	procurement
	(mill	iona)		(millions)		
DOD	\$ 81,073	\$40,131	49.50	\$ 87.0	0.1	73.97
NASA	3,037	2,443	80.44	10.0	.3	4.5J
DOT	17,267	626	3.63	53.0	.3	1.15
EPA	5,952	155	2.60	. 4	.006	.30
ERDA	a/3,273	b/3,091	94.44	. 4	.01	5.69
GSA	$\bar{c}/2,116$	d/1,562	73.82	1.1	.05	2.88
HEW	T00.857	1.208	1.20	32.2	.03	2.23
VA	13,939	912	6.54	2.0	.01	1.68
Agricul-						
ture	13,144	271	2.06	(e)	(e)	.5
HUD	8,110	286	3,53	. 5	.007	.5
Interior	1,961	843	42.99	6.0	.3	1.55
Labor	10,640	185	1.74	6.1	.06	.34
CAB	89	1	1.12	.1	.1	.002
PCC	40	5	12.50	1.2	3.02	.009
FPC	29	5 3 2	10.34	1.8	6.27	.006
FTC	32		6.25	. 2	.62	.004
ICC	41	2	4.88	0	0	.004
SEC	36	3	8.33	0	0	.006
FMC	6	1	16.67	0	0	.002
NRC	. 82	62	75.61	0	0	.114
Other	52,137	2,496	4.79	0	Ð	4.60
Total	\$313,861	\$54,288	17.30	\$202.0	.06	100

a/Authorization includes \$79%, million in sales to industry for services enriching uranium and sale of steam.

E/FORM 37 figure reduced \$300 million for obligation adjustments.
C/This figure consists of \$858 million in congressional authorizations and \$1,258 million in intragovernmental funds available to GSA from sales to agencies.
d/Total GSA procurements including sales to agencies.
e/Amount spent on consultants not available.